

**Timekeeping Toolkit Topic:**

**Notification to employees with a January 1, 2022, retirement date:**

To MCtime SME & POCs – Please forward, as appropriate

A January 1st retiree is not entitled to use **HOL - Holiday Leave** for Friday, 12/31/21, as the New Year's Day holiday is in the 2022 Calendar Year. See: [2021 Payday/Holiday Calendar](#)  
When the New Year's Day holiday falls on a Saturday, it is observed on Friday, only for *eligible employees*. As of 1/1/2022, these individual's employment status changes from employee to retiree.

No Hours Worked nor any Leave should be recorded on the timecard for Saturday, 1/1/2022 or in the following pay period: 1/2-1/15/2022.

- If the employee is not required to work on Friday, 12/31/21 and wishes to be paid, the employee may use a **personal leave type** (PTO – Paid Time Off, Personal Day, Annual Leave, Compensatory Leave, or Compensatory Leave – Supp).
- If the employee is not required to work on Friday, 12/31/21, and either does not have available personal leave or does not wish to be paid, the employee may record **LWOP – Leave Without Pay**.
  - If the employee is required to work on Friday, 12/31/21, please notify your departmental Holiday Coordinator, who will contact the MCtime Team.

This is consistent with the timekeeping guidance provided for CY 2010.

Thanks,



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